

# Health Science Center (HSC) Student Information/Policies Guide

(Updated 8-12-19)



## HSC Building Hours

The HSC is open from 7:00 am until 10:00 pm Monday through Friday. The doors are locked at 10:00 pm and students must leave by 10:45 pm.

No Exceptions!

## HSC Parking Options



The HSC parking lot is monitored from **7:00 am - 7:00 pm** Monday thru Friday. Students parking in the lot will need to use the pay station. Parking is \$1.00 an hour and change, \$1 and \$5 bills are accepted, along with credit cards. Please note there may be a transaction fee with credit cards or paying via an app.

Perimeter around HSC is pay by app “Passport Parking” - \$1.00/hr- Zone 1297  
Max 4 hours in one calendar day

Note Western Students: Western parking permits are not valid in the HSC parking lot.

## Tobacco-Free Grounds

The HSC grounds are tobacco-free. All tobacco products are prohibited on HSC premises.



Ash receptacles are located at the main entry points to the HSC property. It is expected of all individuals to be respectful when using tobacco products and ensure waste is placed in the proper containers.

Policy enforcement focuses on positive reinforcement and is the responsibility of all staff and students. The goal is self-enforcement. Repeat violations of the policy will be addressed as needed.

## “Swipe Card” Access



Students will be provided “swipe card access” to applicable labs as needed. All students will be notified by HSC faculty if they have access to labs outside of classroom meeting times. Students will need to have their student ID scanned at the enrollment station located at the HSC Information Desk. Access will be available as soon as the card is scanned.

Student weekend swipe card access is as follows:

Saturday: 10:00am-7:00pm (need to leave by 7:30pm)

Sunday: 10:00am-7:00pm (need to leave by 7:30pm)

**Note: Propping open the door outside of business hours is not allowed and will set off an internal computer alarm.**

# Safety Info

## Reporting Emergencies



Dial 911 for a life threatening emergency  
Dial 789-9999 for other emergencies  
Dial 789-9000 for request for assistance or dispatch

UW-L University Police provide the security contract for the HSC.

For all emergencies, the HSC follows UW-L's emergency preparedness [plan](#): Related items of interest for [HSC](#).

## Sign Up for Emergency Text Alerts with RAVE



UWL and Western both use the RAVE notification system to alert students and staff of emergency situations. Western students are automatically signed up for RAVE at registration. UWL students are encouraged to register their mobile numbers and emails using this [link](#). This will notify you if UWL issues an emergency alert or an all-clear message.

## Fire Alarm (Evacuation procedure)



Find nearest exit and outdoor gathering place (Forest Park apartments)  
Exit room/suite and help others get out.  
Follow stairs to exit.  
Leave the building and meet in front of Angell Hall just east of the HSC. Use caution crossing the parking lot.  
Check for people who were in your evacuated area.  
Report any missing people to emergency personnel.  
Remain in gathering area until given an "all clear" by emergency personnel.

## Tornado Siren or Announcement (Shelter procedure)



Exit room/suite and help others get out.  
Walk to the Lower Level (basement) if possible or to an interior room away from windows.  
Crouch down and cover your head until storm passes.  
Return to room if safe or remain in sheltering area until given an "all clear" by emergency personnel.  
Call 911 to report damages or injuries.

## Active Shooter (Lockdown procedure)



Exit the building if safe. If not, enter the nearest room. Call 911 if possible.  
Close and lock doors. Turn off lights.  
Stay away from windows and doors. Stay out of sight.  
Remain silent and silence cell phones.  
Barricade door if possible.  
Wait for all-clear signal by emergency personnel.

## Security Cameras



Security cameras will be used in a professional and ethical manner in accordance with LMHSC partner's policies and local, state and federal laws and regulations. See [full policy](#).

### Western Student Computer Lab



The lab is located in room 2058 and hours are Monday thru Friday 7:30am-7:30pm.

Food and beverages are prohibited inside the lab.

Western students have access to computers and a printer.

If the printers need paper added, please contact the respective assistant on fourth floor—room 4031.

### Wireless Network Access



Students and faculty have access to a wireless connection in the HSC via their respective organizations.

### After “Open” Building Hours Guidelines

Please use the “Buddy System” when using the HSC after building hours. This will protect everyone’s safety by entering, leaving, and studying in the building in pairs or groups. Please ensure the safety of those around you by keeping locked doors locked. **Do not prop outside doors open when locked**, as this could lead to having your swipe card access revoked.

Students that have been granted permission from HSC faculty will have access to the building via their student ID card (“swipe card access”) during the following weekend hours.

Saturday: 10:00 am - 7:00 pm (need to leave by 7:30 pm)

Sunday: 10:00 am - 7:00 pm (need to leave by 7:30 pm)

Sleeping or napping is prohibited in the building.

Please turn off all lights when leaving an area. Protect your personal safety by remaining aware of your surroundings after hours and report any suspicious activity to UW-L police (789-9999).

Please return the area to the original set up when entering the room. (Faculty prep rooms the day before classes.)

**When using the HSC during a weekend, please note the following:**

Since there is not any custodial assistance during the weekend, **please place all food related garbage in the atrium garbage canisters**. (This will prevent a lab/room not smelling pleasant on a Monday morning.)



## HSC Student Food Policy

Food consumption is only permitted by students in the atrium areas (2nd, 3rd, or 4th floors) or lower level (basement) by the vending machines. Food and beverage is not allowed in classrooms or labs. Beverages with a cover are allowed in conference rooms.

If violations occur, beverage privileges will be discontinued in the conference rooms.

Food consumption is not allowed in any area of the 5th floor due to safety concerns related to proximity of potentially harmful chemical/biological agents.



Faculty has the right to make an exception for students to eat/drink in rooms they are teaching in, especially if the class is held for a large block of time. In turn, faculty is responsible for the following, prior to leaving the classroom:

- a. Ensure all tables are clean
- b. The garbage is placed in the garbage cans with liners
- c. Garbage should be removed from the room as a courtesy to the next users if:
  - i. There are large garbage items such as pizza boxes
  - ii. There is food that will leave a lingering smell (such as onions)(Garbage bag may be placed outside the room – please contact custodian to dispose)
- d. All spills are wiped up

**Note: There is an eating area in the lower level, along with two microwaves and a small refrigerator. Please be considerate for others and clean up any spills that may occur.**

## Study Areas

Study areas are available in the basement area (by vending), atriums (1st-4th floor) professional conference rooms (3076 and 4106), rooms 4004 and 4006 and room 5096.

Conference rooms 3076 and 4106, room 4004 and room 4006 are only available if professional meetings are not scheduled. Professional meetings take priority.

**Please note Student Eating Policy (above) and Conference Room Etiquette below.**



## Conference Room Etiquette

Conference rooms provide a quiet area for students to study and the HSC staff would like to retain this privilege for the students. Professional meetings take precedence over students studying in conference rooms and the expectation is conference rooms will be clean. There is not any “custodial clean up” until late in the day.

“Student etiquette” would include:

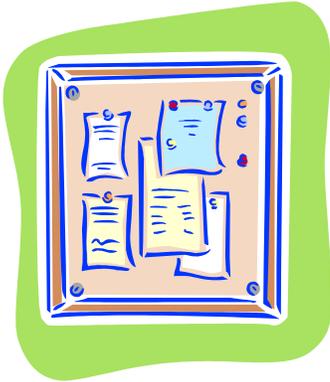
- A. Leaving the room clean after use
- B. Push in chairs
- C. Not using the table or chairs as footstools
- D. No laying or sitting on the table
- E. Not removing shoes
- F. Respecting the conference room as a professional meeting space
- G. Leaving the conference room when notification of a meeting is provided
- H. All beverages must have a cover
- I. No food is allowed in the conference rooms

**Please refer to HSC Student Eating Policy above.**



## HSC Bulletin Board Policy

General Use/Community Bulletin Boards (Large white bulletin boards located on main floor by entry doors and board by 2<sup>nd</sup> floor atrium)



1. Display of community materials and misc. advertising
2. Community Posters will have a 30-day limit, unless the event expires prior to 30 days
3. Items do not need to be stamped for approval
4. Outdated items will be removed on a regular basis
5. The HSC employees have the right to remove any materials that are deemed inappropriate
6. At the end of the semester (January 1 and June 1) the bulletin boards will be completely cleared of all materials

**Please note:** All items must be placed on a bulletin board, not on walls, bathroom stalls, doors etc. Any items found posted outside of a bulletin board, will be removed.

HSC Bulletin Boards (Brown cork boards located in HSC hallways across from elevators)

Items that have already been stamped by Western or UW-L, are allowed on the bulletin boards - HSC does not have to stamp.



## Lost and Found

The HSC information desk collects lost and found items and holds for a limited time. Please contact the HSC information desk if you have lost anything in the HSC.

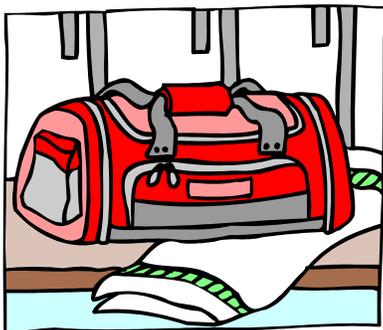
## Locker Rooms/Backpacks

Please use the HSC locker rooms to store items vs. leaving backpacks etc. in the hallways or atrium area. This will help prevent items disappearing and eliminate safety hazards. Please do not place any backpacks along the glass on the 3rd, 4th or 5th floor atrium areas. There is a fire wall that can descend and would damage anything in its path.

All Gender Locker Rooms:  
Lower level: 0031 and 0033  
3rd Floor: 3022

Women's Locker Rooms:  
5th Floor: 5080 and 5089

Men's Locker Room:  
5th Floor: 5082



Two showers are available in the basement for both men and women's use. They are built into the restrooms located next to room 0044. This can be accessed by entering corridor 0038 off the basement vending area. This is available M-F 7:00 am—5:00 pm.

An all gender shower is available in locker room 3022.



## What is the Health Science Center?

The Health Science Center (HSC) is a collaborative project of the La Crosse Medical Health Science Consortium (LMHSC). The LMHSC's five founding partners are Gundersen Health System, Mayo Clinic Health System - Franciscan Healthcare La Crosse, University of Wisconsin-La Crosse, Viterbo University, and Western Technical College.

The LMHSC's mission statement is "Fostering collaboration for healthier communities."

The HSC opened in August 2000 and houses healthcare programming and research. Even though the HSC is adjacent to the UW-L campus, it is not a UW-L building. In fact, the HSC was built on land donated by Western Technical College. Western Technical College had a dormitory on this site for many years.

Currently three of the five founding partners have educational programs or research within the HSC. These include Gundersen Health System, UW-La Crosse and Western Technical College. There are several programs housed in the building, along with a variety of research initiatives housed on the lower level and fifth floor.

### Student Health Center

(Available to both UW-L and Western Students)



The Student Health Center (SHC) provides comprehensive primary care services for UW-L and Western Technical College students.

Services include primary care for illness or injury, care for chronic health problems, minor surgical procedures. Medical management of mental health concerns, obstetric (limited) exams and gynecological services, immunization and TB testing, physical exams, reproductive services, basic lab services, allergy injections, HIV testing and counseling, physical therapy services, consultation and referral.

#### UW-L Students:

All UW-L students are eligible to use the SHC. The fee is automatically included in the tuition statement for students who are registered for a minimum of seven credits during the fall and spring semesters or a minimum of three credits during the summer session.

#### Western Technical College:

Western students enrolled for six credits or more in fall and spring semester are eligible to use the SHC. Cost of this service is provided by student activity fee money. There is a \$10.00 co-payment, per visit, for Western students. Western students enrolled for medical programs that need required TB skin tests and vaccines prior to starting that program, may receive them at the SHC for a \$5.00 RN fee and the cost of the TB skin test or vaccine.

Call 785-8558 or 785-5101 for access to services.